

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, and direct the District operation of the Fiscal Service department; train, supervise, evaluate and participate in the selection of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and direct the work of the Fiscal Services department; coordinate and direct a variety of fiscal services for the District such as accounts payable, accounts receivable, collections, general accounting, and cash flow management; direct the district accounting for short term and long term debt management; maintain all district contracts and lease purchase agreements. *E*

Direct and coordinate the operation of the Bursar's office. *E*

Train, assign work, supervise, evaluate, and participate in the selection of assigned staff. *E*

Plan, organize, and direct the development and control of the annual District budget; provide and maintain overall budget management; coordinate and provide for auditing services for the District, including annual independent and county schools audits. *E*

Serve as a member of a variety of organizations and committees and assist with District negotiations. *E*

Communicate with District personnel, departments, and outside organizations to exchange information, coordinate activities, resolve issues, questions, or concerns regarding budget transactions and other related financial aid and accounting functions. *E*

Prepare and submit on a timely basis a variety of complex records and reports in compliance with federal, State, and District reporting requirements. *E*

Provide compliance monitoring for federal and state codes and regulations, district policies, and procedures relating to the financial operations of the district. *E*

Operate a computer and applicable software to input data, retrieve, and generate reports. *E*

Perform related duties as assigned,

Director, Fiscal Services

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of District budgeting and accounting.
California State Education and other codes relating to public school finance and management, and to financial aid programs.
Generally accepted accounting and auditing principles related to governmental compliance accounting.
Provisions of the California Community College Budget and Accounting Manual.
Research methods and report writing techniques.
District organization, operations, policies, and objectives.
Principles and practices of administration, supervision, and training.
Financial analysis and projection techniques.
Preparation of financial statements and comprehensive accounting reports.
Data processing applications to accounting and auditing functions.
Modern office practices, procedures, and equipment.

ABILITY TO:

Plan, organize, and direct the operation of the Fiscal Services departments.
Analyze complex statistical and financial data, and prepare clear and concise oral and written reports.
Plan, direct, and supervise the work of others.
Work effectively with program coordinators, administrators, school business officials, and the public.
Develop and implement policies, procedures, and schedules.
Analyze financial data; prepare reports, forecasts, and recommendations.
Prepare and analyze comprehensive accounting reports.
Utilize accounting and auditing practices and terminology applicable to public sector accounting.
Prepare and deliver oral presentations
Work with figures rapidly and accurately.
Communicate clearly and effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, public, business administration, or a related field, including courses in accounting and financial management; four years of varied and responsible administrative experience with major emphasis in school finance, accounting, or budgeting, including at least two years in a supervisory capacity.

WORKING CONDITIONS:

Office environment.

Director, Fiscal Services

Position requires sitting for extended periods of time, hearing and speaking to communicate and exchange information, and seeing to observe accuracy of reports and documents.